

**Joint Administration Committee/Labor Relations & Employee Services Committee**  
**June 18, 2017**  
**Minutes**

**Committee members present:** Chairman David Hintz, Ted Cushing, Billy Fried, Robb Jensen and Bob Mott.

**Others present:** Kris Ostermann, Treasurer; Darcy Smith, Finance; Jack Flint, ITS; Tracy Hartman, County Clerk; Karl Jennrich, Planning and Zoning; Brian Desmond, Corporation Counsel.

**Call to order:** Chairman Hintz called the meeting to order at 9:30 a.m. in the First Floor Conference room of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

**Approve agenda:** Motion by Cushing/Mott to approve today's amended agenda with the order of items at the Chair's discretion. All aye; motion carried.

**Approve minutes:** Motion by Fried/Cushing to approve the minutes of June 12, 2017 as presented. All aye; motion carried.

**Out-of-state / out-of-county travel request(s).**

Kris Ostermann, Treasurer's office – Sauk County, October WCTA Conference – Ostermann stated that this is for the Wisconsin County Treasurer's Association held in October. Motion by Cushing/Mott to approve Kris Ostermann to attend the Sauk County, October WCTA Conference. All aye; motion carried.

**Vouchers, reports, purchase orders, line item transfers and updates:**

**ITS**

- Discussion regarding the vouchers. Motion by Cushing/Hintz to approve the ITS vouchers and bills as presented. All aye; motion carried.
- ITS Planning update – Flint gave an update on progress being made in ITS. Discussion regarding the planning update report.

**County Clerk**

- Tracy Hartman presented and explained the vouchers for the Clerk's office. Motion by Cushing/Hintz to approve the County Clerk's vouchers as presented. All aye; motion carried.

**Treasurer**

- Statement of Cash reports: May and June – Osterman explained the May and June statement of cash reports. Discussion regarding tax payments and the process used by the Treasurer's office.
- Kris Osterman presented and explained the vouchers for the Treasurer's office. Motion by Jensen/Cushing to approve the Treasurer's vouchers as presented. All aye; motion carried.
- Treasurer 2018 LTE Staffing Request – Discussion regarding LTE usage and the hours approved. Motion by Cushing/Mott to approve the LTE request for the treasurer's office and forward it to LRES. All aye, motion carried.
- 2017/2-18 Bid Advertisement for In Rem Title Work – Ostermann explained the In Rem process and the need for an August meeting to be set as it will need to be advertised.

**Finance**

- Smith explained the vouchers for the finance department. Motion by Cushing/Jensen to approve the finance vouchers as presented. All aye, motion carried.
- General Investments Report – Discussion regarding the report.
- 2017 Contingency Budget – Discussion regarding the report. Hintz thanked Smith for this report.

- 2018 Budget Dates and Guidelines – Smith stated that budget hearings are currently scheduled for October 9, 10 and 11<sup>th</sup>. Smith handed out a draft of the letter that will be sent to Department Heads regarding the 2018 budget. Discussion regarding potential cuts and how to address this with the departments. Discussion regarding the budget, the process and how to get Department Head input regarding the budget and cuts. Discussion regarding cuts and when does the committee start looking at cutting programs.

**Hiring outside counsel for Board of Adjustment (Marshfield Clinic Appeal).**

Jennrich reported that Harland Lee requested outside counsel for the Board of Adjustment if Marshfield Clinic files an appeal. Discussion regarding outside counsel and why corporation counsel is not able to represent the Board of Adjustment. Discussion regarding the deadline for the appeal. Motion by Jensen/Cushing to hire outside counsel for the Board of Adjustment relative to the potential Marshfield Clinic appeal with funds to come from the 2017 Contingency Budget. Discussion regarding the necessity for outside counsel for this particular case. All aye, motion carried.

**Contract to rent a bus from Bowen's Bus Service for the August 16<sup>th</sup> Land and Water Conservation Summer Tour.**

Jennrich reported that there is a summer tour for Land and Water Conservation and a bus needs to be rented to transport people. They attempted to get a contract with Bowen's Bus Service, however, there were some issues that Bowen's wasn't willing to change in their contract. It has since been determined that North Central Regional Land and Water Conservation will be signing the contract.

**County Board Meeting Attendance Rules/Procedures.**

Desmond stated that Statute 59.11(4) addresses County Board Attendance. Discussion regarding attendance rules and procedures. Desmond stated that County Code and the County Code of Conduct does not address this issue. Hintz would like to see a discussion regarding this at a future county board meeting and again at a future administration committee meeting.

**Public comment/communications.**

Bob Mott expressed appreciation to Darcy Smith for her assistance with the transit committee.

**Dates and items for future agenda/meetings.**

Next meeting August 7, 2017 at 9:30 p.m. Meeting attendance, how to handle Corporation Counsel's opinions to committees, report on energy efficiency, severance payments to towns.

**Adjournment.**

Motion Cushing/Mott to adjourn at 11:30 p.m. All aye; motion carried.

Respectfully submitted,

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Tracy Hartman, Recording Secretary  
Oneida County Clerk

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David Hintz, Chair